

Abbey Grange Church of England Academy  
PTA Meeting

Monday, 11 June 2018, at 7.30pm

Minutes

<u>REF</u>	<u>Notes</u>	<u>Actions</u>
1.	<p><b>Present:</b> SD (Chair), SDT (Treasurer), SL (Secretary), SC, JB, AO, FM, MK ,MM'B, RL,HFO,</p> <p><b>In Attendance:</b> LW, Head of Pastoral Care, Abbey Grange</p> <p><b>Apologies:</b> SW, KS(Refreshments), SB (Vice Chair)</p>	
2.	<p><b>Welcome:</b> SD (Chair) opened the meeting and welcomed all present, particularly new members.</p>	
3.	<p><b>Minutes of last meeting and matters arising:</b></p> <p>Minutes of the last meeting (22.5.18)) were agreed as accurate and the following matters arising were discussed and noted:</p> <p>MK has counter signed the cheque to the winner of the £50.00 raffle prize. Just need to check where this is at the moment – MK to check with the School Office</p> <p>Refreshments for school production – LW reported that there is no school production this year and therefore refreshments do not need to be provided.</p> <p>Request for 2<sup>nd</sup> hand uniform has now gone out to parents of Year 11 pupils.</p> <p>Winter Fair date now set for Saturday, 24 November 2018.</p>	<p><b>MK</b></p> <p><b>SD</b></p>
4.	<p><b>Treasurers Update:</b></p> <p>SDT (Treasurer) gave the update as follows:</p> <p>Current balance is: <b>£1,336.52</b></p> <p>All outgoings have now been accounted for.</p> <p>FS to get forms from Nat West re change of signatory and send to SDT.</p>	<p><b>FS</b></p>
5.	<p><b>Refreshments Rota:</b> Next Parents Evenings/Events:</p> <ul style="list-style-type: none"> <li>• <b>20 June</b> (500 Word Creative Writing Competition) 7-9 pm. SB, SD, MK and JB can help at this event. LW to check timings, etc.</li> <li>• <b>27 June</b> – New Parents Evening. SL, SD and SDT to help, arriving at 5.30 to help sort out uniform. Contact sheet to be available for new parents to sign up to if they want to receive details re the PTA. Easy</li> </ul>	<p><b>LW</b></p> <p><b>SD</b></p>

	<p>fundraising to be promoted via leaflets. Ask for donations re the winter fair (to be included in information letter to parents- SC to bring Winter Fair letter to give out). Raffle to be drawn as well – SL to bring along paperwork for this. SC to bring raffle tickets.</p> <ul style="list-style-type: none"> <li>• <b>4 July</b> – Year 9 Parents Evening. LW to check if we can put in place a system whereby teachers can just leave a note on their desk if they want a drink and PTA members can then action this. LW to check.</li> </ul>	<b>LW/SL/SC</b>
6.	<p><b>100 Club</b></p> <p>Winner: No. 61; Year 8; Bolton 1. SDT to send in cheque to office for signing by SD &amp; MK through pupil post.</p>	<b>SDT</b>
7.	<p><b>Any Other Business:</b></p> <p>School meeting dates for 18/19 – SD to check with school office re putting dates in diary – hold from 7.00 onwards but not same night as the Parent Council. Some discussion around where to hold the meetings but agreed to continue to hold at school.</p> <p>New Parents meet up – 4 September. This will be held at 10 am. MK can help. If anyone can bake a cake for this event please leave with school office the day before or that morning. LW to request Fairbreeze and Room 64 to hold this event. MK to ask Praying Parents representative to attend as well. Representatives from the PTA and the PC will also attend so that they can talk to new parents.</p> <p>Promotion of the PTA at the New Parents evening. SD will do short videos of PTA members and also SL to send photos of raffle prizes to be included as well.</p> <p>PTA School Notice Board to be updated. SD to do this.</p>	<p><b>SD</b></p> <p><b>MK/LW</b></p> <p><b>SD/SL</b></p> <p><b>SD</b></p>
8.	<p><b>Date of Next Meeting and Agenda Items:</b></p> <p>The date of the next meeting in September is to be confirmed.</p> <p>Agenda Items for Next Meeting:</p> <ul style="list-style-type: none"> <li>• Winter Fair planning</li> <li>• Feedback on New Parents Evening</li> <li>• Feedback on New Parents Event – 4 September</li> <li>• Meeting dates for 18/19 school year - confirm</li> </ul>	<b>SL to do draft agenda, for signing off by SD.</b>